

## **PROCEDURES TO OBTAIN INTERIM PAYMENTS UNDER THE CRIMINAL JUSTICE ACT**

When it is considered necessary and appropriate in a specific case, the presiding trial judge may arrange for periodic or interim payments to counsel. Once permission of the court has been obtained counsel should prepare an order outlining payment procedures, specifically addressing payment for actual expenses, travel and compensation (see order posted on website).

This order is submitted to the CJA Administrator in the Vicinage in which you were appointed for submission to the trial judge, who in turn submits it to the chief judge of the circuit or his/her designee for final approval.

Once the order has had final approval, vouchers are submitted on a monthly basis, with full documentation of all expenses claimed on the voucher, to be approved for payment by the trial judge. Counsel receives eighty percent of the amount of in and out of court time approved on each interim voucher plus the full amount of approved expenses.

Make copies of the CJA form 20 voucher that was supplied to you upon appointment, and use for interim billings. The original should be kept and used for submission of your “final” voucher.

You do not need to supply an excess compensation memo for each interim voucher that exceeds the statutory maximum. It should be submitted with the **final voucher**.

Please enter the dates for the time period covered by that interim voucher in Box 19 and number your vouchers sequentially in Box 22.

Interim Vouchers should be submitted to cover the time period through the end of service.

When submitting the **final voucher**, enter the totals for services rendered from date of appointment to the end of service. Include the supporting documentation from all of the interim vouchers. From this final voucher, you will be paid the twenty percent that was withheld from the interim vouchers, if approved by the Court.